



## MEMORANDUM

**Date:** August 23, 2018

**To:** Transportation Agencies, Regional/Metropolitan Planning Organizations

**From:** Michigan Transportation Asset Management Council (TAMC)

**RE: Collection of Roadway Surface Condition Data on Non-federal aid Roads for Reimbursement Deadline for Applications – October 1, 2018**

The Transportation Asset Management Council (TAMC) is pleased to announce the solicitation of requests from Act 51 agencies for reimbursement of costs for collecting roadway surface condition data on the non-federal aid (NFA) system in FY 2019. This will be the second year for us working collaboratively with our Regional Planning Organizations (RPO)/Metropolitan Planning Organizations (MPO).

In order to participate in the NFA roadway data collection program, road agencies must submit a written request for reimbursement to the appropriate RPO/MPO; the request should include the miles of NFA proposed to be rated and the total estimated cost for the data gathering, trained/certified team members' time, and vehicle use.

Requests for NFA data collection reimbursement authorization are required to be received by the RPO/MPO by October 1.

The RPO/MPO decision on what requests for reimbursement are approved may consider:

- Available budget
- Absence or age of the NFA data that will be collected
- The last year of reimbursement to the road agency for that NFA data set; no more frequently than once every three [3] years)
- The rating team members' training and/or certification status

If a request is granted, it may be for the full estimated cost or a lesser amount depending on the decision of the RPO/MPO. In any case, the final reimbursement will not exceed the granted amount regardless of the actual final cost to the road agency.

Rating teams shall consist of a minimum of two (2) people: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements and one (1) member who the Act 51 road agency chooses to represent it, RPO/MPO, Act 51 agency staff or others. Untrained or uncertified raters will not be reimbursed. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time. The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

Road agencies must receive authorization prior to gathering any data from the RPO/MPO for reimbursement for NFA data collection. For a complete review of the TAMC Policy, please see the attached link: [Policy for Collection of Roadway Surface Condition Data](#)

Requests are to be electronically submitted or postmarked by October 1, 2018.

If you have any questions or need further information, please contact Roger Belknap, TAMC Coordinator: [belknapr@michigan.gov](mailto:belknapr@michigan.gov)